## **Sunil Sundar**

Thecoolsundar@gmail.com

Cell: +91 99020 00483

Flat No E1104 JVHAOA AFNHB HMT Watch Factory Road Peenya Bangalore 560013

Results:

Professional Experience Mar 2007 -Director, Core Activities, Ushtara Engineering Pvt. Ltd. Company Ushtara Engineering Pvt. Ltd., is an engineering company engaged in the manufacture of components and sub assemblies for Description: the automotive, earthmoving and medical industries Job Role: • Overall responsibility for quality, quantity and timeliness of all products and services supplied by the company • Overall responsibility for business development, sales, customer service and complaint handling. · Overall responsibility for recruiting, training and management of sales/production personnel • Meeting extremely competitive cost, quality and schedule targets Major Challenges: • Marketing in a well established market Additional • Coaching and counseling of team Responsibilities: • Training of new team members Results: • Annual Sales rose from 0 (startup) to Rs.4 Crores in a 8 year Period • Identified, converted and retained business from 11 major customers during this period • Overall 62.8% of customers approached gave at least 10 Lakhs of business over this period • Developed a 2nd line of management from scratch • Developed field/phone sales force from scratch Feb 2005 - Oct 2006 Unit Manager, Ocwen Financial Solutions Pvt. Ltd. Company Ocwen Financial Solutions Pvt. Ltd., is a financial services provider Description: Job Role: Managing a team 15-20 Financial Recovery Specialists Major Challenges: • Meeting extremely demanding Quality, AHT and collection targets while conforming to industry and US federal regulations · Leading a team of associates largely unacquainted with US standards and banking industry Additional · Coaching and counseling of team Responsibilities: • Training of new team members • Coordination with support functions such as Training, Admin and HR Results: • Consistently met and exceeded own as well as team's KRAs • Implemented Processes and software to manage and improve quality Jul 2002 - Jan 2005 Team Leader/Unit Manager, MsourcE India Pvt. Ltd MsourcE India Pvt. Ltd. is a leading BPO organization. It is based out Pune and Bangalore in India, with diverse services Company Description: spanning multiple clients. Job Role: Managing a team 15-20 CSEs and Senior CSEs • Meeting extremely demanding Quality, AHT, Sales and Staffing Targets Major Challenges: · Leading a team of young men and women, unfamiliar with the Credit card industry Additional • Coaching and counseling of team Responsibilities: • Training of new team members • Coordination with support functions such as Training, Admin and HR

• Key member of the Sales Focus Group

• Consistently met and exceeded own as well as team's KRAs

• Promoted to Unit Manager after intensive assessment center and appraisal

• Unit met Cross Sell targets to within SLAs for the first time as a result of the Sales focus group's efforts

Jun 2001 – Jul 2002

Process Developer/Team Leader, GE Capital International Services

Company Description:

GE Capital International Services is a Gurgaon based subsidiary of GE Capital. The company is engaged in

Collections,

Transaction Processing and Customer Service for various international Clients.

Job Role:

• Managing a team of 15 associates

Major Challenges:

• Meeting extremely demanding Quality, AHT, Sales and Staffing Targets

• Managing a large team.

• Working with western bankers and consultants

Additional

Responsibilities:

Coaching and counseling of teamTraining of new team members

• Coordination with support functions such as Training, Admin and HR

Results:

• Received excellent client feedback consistently

• Worked with Systems team to improve CRM package and put in place back-up procedures

• Received commendation letter from VP for Performance and Initiative

Feb 2000 - Jun 2001

Training Officer, GE Capital International Services

Job Role:

Training New Hires on all aspects of Customer Service for a UK based Client. Each training batch had an average of 15 New hires.

Major Challenges:

- Familiarizing fresh graduates with concepts of Credit
- Meeting aggressive Turn-Around-Times.
- Adapting UK modules to suit the Indian environment.

Additional

Responsibilities:

- Developing and updating training modules
- Refresher training for experienced Associates
- Running Training Needs Analyses
- Tracking progress and collating Customer Feedback
  Interacting with Ops and providing Floor Support
- Project work
- · Coordinating all aspects of training

Results:

- Successfully trained twelve batches.
- Exceeded expectation in terms of Turn-Around-Times and quality of learning.
- Received Excellent Ops and Trainee feedback.

Additional contributions:

- Developed Web Based Training and Testing Systems. The project resulted in better trainee comprehension and lowered trainer Work Load.
- Improved the structure of training performance criteria to align them better with Ops Performance Criteria. This Project would have improved team Dynamics on the shop floor.

May 1998- Feb 2000

Collections specialist, GE Capital International Services.

Job Role:

Collecting overdue payments from delinquent Credit Cardholders for a US based client.

Major Challenges:

- Strong target numbers
- Rapport building with aggressive customers.

Results:

- Consistently met expectations in terms of numbers and call quality.
- Star of the month for Portfolio in Dec 1999.

Additional Contributions:

- Developed GUI Mask for the Collections Mainframe. The project resulted in significant saving of time and
- Ran feasibility analysis for Spanish Call Center in Gurgaon. The project has been archived for use at a later date.

	Education
1998	BSc Physics, Madras Christian College, Madras University, Chennai
1995	CBSE XII Standard, Kendriya Vidyalaya No.1, Tambaram, Chennai.